



HUMAN RESOURCES & RISK MANAGEMENT DEPT.
205 LAWRENCE STREET, MARIETTA, GA 30060
AN EQUAL OPPORTUNITY EMPLOYER
24-HOUR JOB LINE (770) 794-5571
Web Site: www.mariettaga.gov

EMPLOYMENT OPPORTUNITY

JOB TITLE: POLICE ANALYST

JOB NUMBER: 16-63

DEPARTMENT: POLICE

SALARY RANGE: Pay Grade 115

PAY RATE: \$19.33 - \$21.32

This is a civilian position within the Marietta Police Department responsible for collecting and analyzing crime data and preparing statistical and crime reports. Key functions include performing research using statistical methods to include random sampling, correlation, regression, and probability analysis. Submits evaluation reports of crime patterns to identify any unusual crime activities, temporal patterns, and other changes in community conditions. Incumbent works through the city IT department to resolve network database connection and application problems.

ESSENTIAL JOB FUNCTIONS:

- Performs statistical and analytical research involving the use of various computer statistical programs for quantitative analysis of crime statistics. Provides statistical reports as directed from the Police Chief's office as requested for the City Manager, City Council, city departments, law enforcement agencies, community groups and the public.
- Gathers and analyzes crime data for crime pattern detection, suspect-crime correlations, target-suspect profiles, and crime forecasting. Establishes methods to gather data from a large variety of sources and systems. Analyze the accuracy and reliability of crime data collection and analysis sources, and develop more effective methods and sources.
- Conducts quantitative analysis to forecast future crime occurrences by crime type and target location, which will be used to effectively direct the law enforcement efforts in all communities.
- Designs and implements reports for tactical, strategic, and administrative analysis. Creates, and maintains special intelligence databases for the police department as needed.
- Prepares basic thematic maps from GIS database such as pin maps of crime, police routes, and others as needed. Makes presentations to police personnel, members of the community and outside agencies as assigned.
- Coordinates with outside law enforcement agencies the exchange of data to identify cross-jurisdictional crimes.
- Submits updated crime information to the command staff on serious crime and crime patterns in a timely manner. Works with city IT staff in resolving network database connections and downloads into workstation programs. Recommends technology upgrades as needed.
- Submits weekly, monthly, quarterly, and annual reports of criminal activity to supervisors for completion of CALEA required reports.
- Responsible for maintenance of crimes package and field reporting software.
- Performs other related duties as required.

JOB TITLE: POLICE ANALYST

JOB NUMBER: 16-63

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Criminal Justice, Public or Business Administration, Social Sciences, or a related field with required coursework in quantitative analysis, statistics, and research methods and a minimum of one year related research experience.
- Excellent knowledge and skill applying statistical programs such as SPSS or SAS and spreadsheet programs including MS EXCEL, and the ability to learn ACCESS as needed.
- Skill using Microsoft Windows 7 Operating Systems and OSSI Client-Server programs such as COGNOS or similar relational databases programs.
- Ability to utilize public safety computer systems such as OSSI, L-3, TLO and other such systems.
- Ability to create analytical summary reports, "hot spot" maps, matrices, spreadsheets and investigative intelligence bulletins.
- Ability to attend meetings and perform liaison activities with other national/regional crime analysis groups while maintaining a working relationship with other local jurisdiction's crime analysts; attend investigative division meetings and patrol division roll-call briefings as needed to facilitate the flow of information.
- General knowledge of criminology theory and practice, police department organizational structure, goals, objectives, and procedures. Familiarity with NIBRS (National Incident Based Reporting System) formerly known as the FBI's UCR (Uniform Crime Reporting) protocols and crime analysis certification is highly desired.
- Ability to use mapping programs such as ARC VIEW to generate maps and create basic plot points (i.e. community zones, crime incidences, police routes, etc.).
- Ability to respond to citizen requests for information on crime statistics throughout the city.
- Ability to communicate effectively both verbally and in writing to include composing written recommendations, making public presentations using MS Power Point and/or other audio/visual methods. Ability to develop positive working relationships with department personnel, other city/BLW employees, and representatives with other law enforcement agencies, community groups and the public.
- Ability to organize projects and prioritize tasks to meet deadlines.
- Ability to become GCIC certified within one year of hire date.
- Criminal background check at time of hire required.

REQUIREMENTS: ABILITY TO SUCCESSFULLY COMPLETE A THOROUGH BACKGROUND CHECK, INCLUDING CREDIT, CRIMINAL AND FINGERPRINT CHECK, AND DRUG SCREEN.

Verification of identity and United States work authorization must be completed before employment commences as required by the Immigration Reform and Control Act.

CLOSING DATE: JUNE 9, 2016

THIS POSITION CAN BE FILLED NO EARLIER THAN 7/5/2016 SUBJECT TO COUNCIL APPROVAL